

JKLU JAIPUR ALUMNI ASSOCIATION
JK LAKSHMIPAT UNIVERSITY, JAIPUR
Memorandum and By-laws of the Association

1. Name of the Association

The name of the Association shall be JKLU Jaipur Alumni Association. The Association shall be registered under the provision of Societies Registration Act 1958.

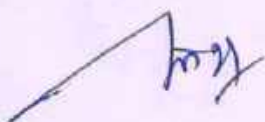
2. Office

The Registered office of the Association shall be situated at the Administrative Block/office, JK Lakshmipat University campus, Near Mahindra World City SEZ, Mahapura, Ajmer Road, Jaipur - 302026, Rajasthan.

3. Aims and objectives

The aims and objectives of the Association shall be:

- 3.1. To provide a platform promoting interaction and networking among alumni of the University.
- 3.2. To help alumni achieve their professional and societal goals
- 3.3. To facilitate the association of alumni with their Alma Mater
- 3.4. To contribute to the Institute's vision of being recognized among the world's leading institutions in academics, research, outreach, and innovation
- 3.5. To support the University in curriculum development, training and placements for the students of the University
- 3.6. To promote best practices in different areas of science, technology, humanities and social sciences for the benefit of the society, especially disadvantaged sections
- 3.7. To create awareness about the Institute and its alumni in the public



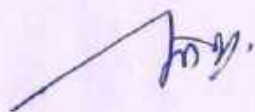
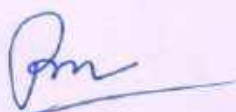
(TARUN GUPTA)



- 3.8 To support the University in its various activities or actions as per requirement
- 3.9 To create and establish Alumni endowments for honoring or supporting students studying at the University, its alumni members and also to support University in meeting infrastructural requirements for students
- 3.10 To work for betterment of society
- 3.11 To carry out such other activities as may be necessary for furthering the above aims and objectives

4. The name, address and occupation of the members subscribed to the Memorandum of Association are as follows.

| S. No. | Name and Address | Occupation |
|--------|---|---|
| 1. | Dr. Roshan Lal Raina JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Vice Chancellor, JK Lakshmipat University |
| 2. | Mr. K K Maheshwari JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Officiating Registrar, JK Lakshmipat University |
| 3. | Dr. Sanjay Goel Institute of Engineering and Technology JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Director-IET, JK Lakshmipat University |
| 4. | Mr. A Balasubramaniam Institute of Design JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Director-ID, JK Lakshmipat University |
| 5. | Dr. Ashwini Sharma Institute of Management JK Lakshmipat University Near Mahindra World City SEZ, | Assistant Director-IM, JK Lakshmipat University |



| | | |
|----|---|---|
| | Mahapura, Jaipur | |
| 6. | Dr. Umesh Gupta Institute of Engineering and Technology JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Associate Professor and I/c Alumni Relations, JK Lakshmipat University |
| 7. | Mr. Prasanta Swarnakar JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Deputy Registrar, JK Lakshmipat University |
| 8. | Mr. Tarun Gupta JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Assistant Manager – F&A, JK Lakshmipat University |
| 9 | Dr. Upasana Singh JK Lakshmipat University Near Mahindra World City SEZ, Mahapura, Jaipur | Assistant Professor, JK Lakshmipat University |

5. Members

The Association shall consist of the following persons as its members.

- 5.1. All the UG, PG, Ph.D. and Diploma students passed out from the University are eligible to become members of the Association on payment of applicable life membership fee in a particular year.
- 5.2. The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as founder - Life members of the Association. The founder life members nominated by the Patron shall be the members of the First Executive Committee and they shall hold office for a period of three academic years for building the Alumni Association on sound footing.
- 5.3. The Vice-Chancellor of the University shall be the Patron.
- 5.4. Any student / scholar who pays the student member subscription fee during his study in the University can be considered as student

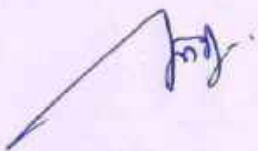





member of the Association and he / she will automatically become member of the Association after passing out from the University.

6. Administration

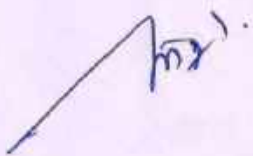
- 6.1. The administration of the Association shall rest in an Executive Committee, consisting of (1) a President (2) a Vice-President (3) a General Secretary (4) a Joint Secretary (5) a Treasurer and (6) Five Members. The In-Charge of Student Life at the University shall be an Ex-officio member of the Executive Committee. President, Vice-President, General Secretary and Treasurer shall be considered as office bearer of the executive committee and will be responsible to undertake all the activities on behalf of Executive Committee.
- 6.2. At least 50% of the seats in executive committee shall be reserved for employees and students of the University. These members will be nominated by Patron as per recommendation of Alumni Relations Committee formed by the University.
- 6.3. Rest members of the Executive Committee shall be elected by the Members of the Association including Life members and founder life members at the Annual General Body Meeting (AGBM).
- 6.4. The University will form Alumni Relations Committee to establish coordination between the University and association. The executive committee will consult with this committee for necessary decisions so that there is proper synchronization between functions of association and vision-mission of the University.
- 6.5. The executive committee will hold office for a period of two years.
- 6.6. A committee once elected shall continue to hold office till a new committee assumes charge.



- 6.7. If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. If required, Pattern can nominate employee(s) to fill such post for remaining duration. Such nominated persons shall hold office till the next election of the Executive Committee.
- 6.8. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee.
- 6.9. The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct, on provided the member concerned gives an acceptable explanation for his / her misconduct. However, the decision has to be taken in consultation with Alumni Relations Committee with due approval of Patron.
- 6.10. The property, movable and immovable, belonging to or held or acquired by a society shall be vested in in the Executive committee of society.
- 6.11. On dissolution of society there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the said society or any of them, but shall be given to the University.
- 6.12. The Association may have more than one Joint Secretary as required.

7. Election and Tenure of Office

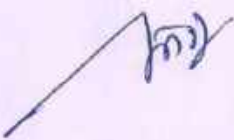
- 7.1. It will be encouraged to elect the members based on mutual consensus. However, in case of requirement, the mode of election shall be by secret ballot.



- 7.2. The procedure for election shall be laid down by the Executive Committee.
- 7.3. All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of TWO YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 7.4. However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of three consecutive years as mentioned in clause 5.2.

8. General Body Meetings

- 8.1. The Annual General Body Meeting shall be held once every year. The primary agenda of this meeting will be:
- a. to elect the Executive Committee, if due
 - b. to approve the audited statement of accounts.
 - c. to deliberate the annual report of the Association, and
 - d. to consider any amendments to the By-laws.
- 8.2. The Executive Committee may convene General Body meetings as and when necessary.
- 8.3. Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.
- 8.4. The quorum of a General Body meeting shall be one-third of total members or 25 members whichever is less. In case of not meeting quorum requirements, executive committee in consultation with alumni relations committee can take decisions and communicate the same to all the members after due approval of Patron,
- 8.5. The meeting shall be conducted in the University premises.

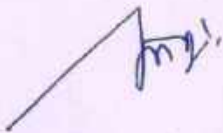


9. Executive Committee Meetings

- 9.1. Meetings of the Executive Committee shall ordinarily be convened at least once in 3 months.
- 9.2. Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.
- 9.3. Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive.

10. General Provisions regarding meetings.

- 10.1. Seven days' notice shall ordinarily be given for all meetings of the General Body / Executive Committee. The notice of the General Body meeting shall be published University Alumni website approved by the University. The communication will also be sent to the members by email. There will be no provision of communication in hard copy by post.
- 10.2. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.
- 10.3. All decisions shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast a vote. However, in case of not reaching to consensus, Alumni Relations Committee will recommend decision to Patron for approval. This decision shall be acceptable to all the members.



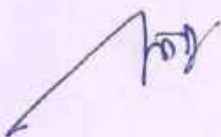
11. Powers and Duties of the Executive Committee

- 11.1. The affairs of the Association shall be managed by the Executive Committee.
- 11.2. General Secretary and the President and at least two other members of the Executive committee shall be from amongst the members who are residents of the city of Jaipur.
- 11.3. The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.
- 11.4. The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional Bylaws shall be placed before the next General Body Meeting for ratification.
- 11.5. The Executive Committee shall have power to consider all communications addressed to the Association.
- 11.6. The properties of the Association shall vest in Executive Committee, Committee shall be responsible to protect the properties of the Association.
- 11.7. The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- 11.8. The Executive Committee shall collect dues / fees from members.
- 11.9. The Executive Committee shall undertake such tasks as will protect the objectives of the association.

12. Duties of Office Bearers of the Association

12.1. Patron

- All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.



- Under unusual circumstances, patron will take decisions that are necessary to undertake the functions of association.
- He / she will have all the rights to dissolve the executive committee in case of not meeting the aims/objectives or in case of any dispute. In such case, Alumni Relations Committee will take over the functions of association and continue till a new committee is elected by general body.

12.2. President

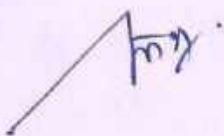
- The president shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.
- He / She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and Alumni Relations Committee of the University.
- He / She may nominate representatives of Association on vacancies.
- He / She shall act on behalf of Association.

12.3. Vice-President

- In addition to his / her duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

12.4. General Secretary

- The General Secretary shall attend to the day to day correspondence and communications to and from Association.
- Maintain official records of the Association.
- Be an ex-officio member of all the Committees of Association.
- Maintain general supervision over the office staff.



- He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- He / She shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, and required reports to other statutory bodies.

12.5. Joint Secretary

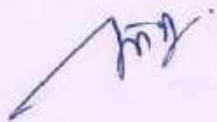
- The Joint Secretary shall assist the General Secretary in discharging his / her duties.
- He / She shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.
- He / She shall assume charge as General Secretary in the absence of the General Secretary.

12.6. Treasurer

- The Treasurer shall maintain the accounts of the Association.
- He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.
- Receive and hold all moneys paid to the Association for the use of the Association
- He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

13. Finance

- 13.1. Money received as membership subscription fees, donations, etc. shall constitute the income of the Association.






- 13.2. The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) General Secretary duly authorized by the Executive Committee.
- 13.3. However, notwithstanding clause third (13.2) above, the accounts can be operated through University accounts with a separate head for accounting of the association in the initial three years. This duration can be extended, if approved in general body meeting.
- 13.4 Referring to clause 13.3, Rights of executive committee will intact and amount shall be provided by the University from Association accounts sanctioned as per byelaws. The University shall provide Income-Expenditure statement each year for presentation in general body meeting.
- 13.5. In case of any financial support to the association by the University, amount will require to be sanctioned by the Vice Chancellor and in this case, executive committee shall follow finance rules of the University.

14. Keeping of Accounts

- 14.1. The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed. The finance department of the University shall support the treasurer in executing the same.
- 14.2. The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in the Annual



General Body Meeting. The first auditor shall be appointed by the Executive Committee.


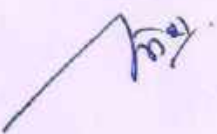
- 14.3. During the foundation years of the association, audit report by the appointed auditors by the University can be considered for presentation, if approved by executive committee.

15. Audit of Accounts

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to persons appointed as auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

16. Inspection of Books

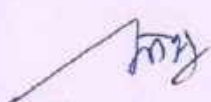


- 16.1. The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost.
- 16.2. Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost once at the end of every year, if requested.
- 16.3. The General Secretary shall file with Registrar within one month after the date of Annual General Body Meeting -



- An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and General Secretary.
- A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of society and
- A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.
- It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

17. Amendments

Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting of the Association.


(Dr. Umesh Gupta)  (Prasantha Swarnakal)  (TARUN GUPTA)

